

**STATE OF LOUISIANA
LAGOV ERP-HUMAN CAPITAL MANAGEMENT
DIRECT DEPOSIT ENROLLMENT AUTHORIZATION
MAIN BANK (PRIMARY ACCOUNT)**



| | |
|--|-----------------------------|
| EMPLOYEE SSN | DEPARTMENT/OFFICE OR AGENCY |
| ACTION TYPE (✓ one) <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> TERMINATE THIS OPTION | |

**PRIMARY ACCOUNT INFORMATION
(Main Bank)**

DEPOSIT AMOUNT TO THIS ACCOUNT WILL BE EQUAL TO NET PAY LESS ANY DEPOSITS TO SECONDARY ACCOUNTS.

| | | |
|--|---|--------------|
| FINANCIAL INSTITUTION NAME | FINANCIAL INSTITUTION ROUTING (ABA) NUMBER (Bank Key) | |
| BANK ACCOUNT NUMBER | ACCOUNT NAME * (Ex: Mr. and Mrs. John Doe, John or Jane Doe, John Doe) | |
| ACCOUNT TYPE (✓ one) (Bank Control Key) <input type="checkbox"/> **CHECKING (provide voided check or account verification) <input type="checkbox"/> **SAVINGS (obtain account # & ABA # from financial institution) | **Account verification or completion of enrollment form by financial institution will assure the accuracy of account data: Signature from institution: _____ | |
| | Effective Date | _____ PAYDAY |
| | Phone number: | _____ |

(Print full name)

I _____ authorize and request the State of Louisiana to direct my net pay check to the account at the financial institution I designated above.

It is my responsibility to notify my Employee Administration Office, as appropriate, should any changes occur to account specified. Considering all above conditions are met, this authorization remains in full effect until a written, signed notification to terminate, or another signed form (OSUP/F12A) indicating termination of this option is received from me and the State of Louisiana has had reasonable opportunity to act on the termination. However, I understand and acknowledge that I am responsible for any account information indicated on this form as well as any account information that I add or any changes that I make to my accounts through Louisiana Employees Online (LEO).

For direct deposits that are affected by the International ACH Transaction (IAT) rules check one:

- ☐ I affirm that the entire amount of the payroll direct deposits sent to my account at the financial institution designated above **will not** subsequently be forwarded to a foreign financial institution.
- ☐ I affirm that the entire amount of the payroll direct deposits sent to my account at the financial institution designated above **will** subsequently be forwarded to a foreign financial institution.

Signature

Date

Phone number where you can be reached
between 8:00 am and 4:30 pm

***Deposits can only be made to accounts that belong to you. Exceptions: Deposits can be made to the accounts of dependents or a parent/guardian when the employee is a dependent of the parent/guardian.**

****Agency requirements may vary. Contact your Employee Administration office if you have any questions.**

TO BE COMPLETED BY EMPLOYEE ADMINISTRATION OFFICE:

| | | |
|-----------------------|---|-------------------|
| MAIN BANK | FINANCIAL INSTITUTION ROUTING (ABA) NO. (If not provided above) | |
| PERSONNEL AREA NUMBER | PERSONNEL NUMBER | EFT VALIDITY DATE |

☐ **CHECK HERE IF SECONDARY ACCOUNT FORMS ARE ATTACHED**